***Model letter 1***

***From head teacher notifying parent of a suspension of 5 school days or fewer in one term, and where a public examination is not missed.***

**[School Name]**  
**[School Address]**  
**[Date]**

**Private and Confidential**

Dear [Parent/Carer’s Name],

**Notification of Suspension – [Child’s Full Name]**

I am writing to inform you that I have decided to suspend [Child’s Name] from school for a fixed period of **[number of days]**. This means that [Child’s Name] will not be allowed to attend school from **[start date]** to **[end date]**, returning on **[return date]**.

This decision has not been taken lightly. The suspension has been issued because of the following reason(s):  
**[Insert clear and specific explanation of the incident(s) and behaviour leading to the suspension]**

**Your Responsibilities During the Suspension**

Under Section 103 of the Education and Inspections Act 2006, you have a legal duty to ensure that [Child’s Name] is not present in any public place during school hours on the suspension dates, unless there is a reasonable justification. Failure to comply may result in a penalty notice or prosecution by the local authority.

**Education During Suspension**

We will provide work for [Child’s Name] to complete during the suspension period. This will be sent via **[method – e.g. email, online platform, printed pack]** and should be returned to school for marking. Please support your child in completing this work to help minimise disruption to their learning.

**Your Right to Make Representations**

You have the right to make representations to the governing board about this decision. If you wish to do so, please contact **[Name of contact person]** at **[contact details – phone/email/postal address]** as soon as possible. While the governing board cannot overturn the suspension, they must consider any representations and may place a record of their findings on your child’s school file.

If you believe this suspension relates to a disability and may involve discrimination, you have the right to make a claim to the **First-tier Tribunal (Special Educational Needs and Disability)**. More information is available at:  
https://www.justice.gov.uk/tribunals/send/appeals

**Notification to Relevant Parties**

In line with statutory guidance, I have informed **[Name of Local Authority Officer]** at **[Local Authority Name]** of this suspension.  
If [Child’s Name] has a social worker or is looked after by the local authority, I have also notified **[Name of Social Worker or Virtual School Head]**.

**Reintegration Interview**

You and [Child’s Name] are invited to attend a reintegration meeting on **[date]** at **[time]** at **[location]**. This meeting will help us plan for a successful return to school. If this time is not convenient, please contact us to arrange an alternative.

**Support and Advice**

You may find the following services helpful:

* **Warwickshire County Council Admissions Service**  
  Tel: 01926 738353 | Email: exclusions@warwickshire.gov.uk  
  www.warwickshire.gov.uk/exclusions
* **Special Educational Needs and Disabilities Information, Advice, and Support Service (SENDIAS) Warwickshire, provided by Barnardo’s.**  
  Tel: 01788 593159 | Email: warwickshiresendiass@barnardos.org.uk  
  [www.warwickshiresendiass.org.uk](http://www.warwickshiresendiass.org.uk)
* **Coram Child Law Advice**  
  Tel: 0300 330 5485 | https://childlawadvice.org.uk/information-pages/school-exclusion/
* **IPSEA (Independent Provider of Special Education Advice)**  
  www.ipsea.org.uk
* **Department for Education Guidance**  
  [www.gov.uk/government/publications/school-exclusion](https://www.gov.uk/government/publications/school-exclusion)

We expect [Child’s Name] to return to school on **[return date]** at **[time]**.

Yours sincerely,  
**[Headteacher’s Name]**  
Headteacher